



HIGHER EDUCATION POLICY

1. Mission Statement

The Tulalip Tribes offers funding and supportive services to eligible Tribal members, to meet their educational goals. To accomplish this mission the Higher Education department will:

- Provide equal access and treatment to all Tribal members
- Maintain high standards in the services provided
- Develop partnerships with other schools etc...

2. Goals

- The objective is to assist Tribal member students in their efforts to attain their educational goals and to ensure everyone is treated respectfully
- To provide an orientation, program plan and continued follow-up
- Counseling and supportive service will be provided to all students

3. Application Process

- Complete and sign a Higher Education Application which includes the Release of Information
- Provide proof of high school diploma or GED certificate, if you do not have either you must sign a 6 month agreement
- Proof of current enrollment as a Tulalip member
- Provide results of school based financial aid (pell grant)
- Required to submit a complete education program plan
- Must sign agreement acknowledging receipt and reading the Higher Education Policy regarding student responsibilities and probationary status

NO FUNDING WILL BE DISBURSED UNTIL ALL DOCUMENTS ARE PROVIDED

4. Student Responsibilities

- Each student is responsible to provide a Program Plan for the college/university The student will be attending
- Provide a registration form for each quarter/semester/session
- Bring in required papers and/or documentation in a timely manner to allow for Processing
- Submit grades/evaluations from the educational institution in order to receive final partial stipend and the next quarter funding. Must maintain a 2.0 GPA and complete all credits required to be a full time student. Part time students must complete the total number of credits for which they register.
- Notify the Education Representative of any withdrawals from the educational institution they are attending and provide proof of justification to be on file
- Notify Education Representative of address or telephone change

5. Probationary Status

- First Probation – A student that does not complete the requirements of education policy.
- A student on first probation will receive tuition and books only, no stipend or transportation allowance
- Final Probation – A student that has not met the requirements for first probation will not be eligible for further funding
- A student on final probation will not be eligible for any other funding, which includes but not limited to: Continuing Education and Vocational Education
- Emergency Probation – Withdrawal from an education institution due to extenuating or emergency situations (emergency medical, extended attendance issues due to death in the immediate family, family hardships flood, fire or similar state of emergency disasters, executive decisions in regards to job assignments),. Final decision will determined by Education Representative and/or Adult Services Manager.
- Grade Probation – When a student does not meet the required GPA of 2.0
- Time Limit Probation for a full time student– See section 8a
- Removal From Probationary Status – A student will be removed from probationary status upon completion of full time requirements from college/university attended (student on final probation – must pay for one quarter of full time status and provide grade report as proof of completion) to a Higher Education Representative. Stipend will **not** be issued for prior quarter(s) following removal of probationary status.

6. Confidentiality/Release of Information

- Tulalip Board of Directors and the Higher Education Department will respect the confidentiality of each student. The signed Release of Information allows the Education Representative to obtain student files from the school of attendance and allows the Education Representative to provide confidential information to the Board of Directors. In addition, as the governing body of the Tulalip Tribes of Washington, the Board of Directors reserves the right to inspect individual student files.

7. Student Grievance Process

- The Education Representative shall attempt to resolve the grievance informally with the student before taking it to the next step
- Letters of Grievance must be written by the student who is dissatisfied with the actions taken by the Education Department and delivered or mailed to the Education Representative
- Upon receipt of the Letter of Grievance the Education Representative has ten (10) working days to respond
- If the grievance cannot be resolved the Chain of Command is as follows: Higher Education Representative, Adult Services Senior Manager, Executive Director of Health & Human Services, and General Manager
- Each level in the chain of command will respond in writing within (5) working days, in accordance to HRO 84, section X.B.1.
- Students who do not follow the Chain of Command will be directed back to the appropriate level
- Nepotism and Conflict of Interest: Individuals are excluded from any decision, which may relate directly or indirectly to a family member's grievance status. The definition of immediate family member is in accordance with the Tulalip Tribes current HRO 84 sec. V.Q.1.A.

8. a. Definitions for College Degree Programs

The Tulalip Tribes may fund students for the following Degree Programs:

- College/University: AA, AAS, ATS, AGS, BA/BS, Post Graduate, Master's Program, Doctoral students. All schools must be accredited by an institution recognized by the United States Department of Education or their designee. Each student will be allowed One (1) Associates Degree, One (1) Bachelors Degree, One (1) Masters Degree and One (1) PHD (Doctoral) Degree
- Internship: Unpaid internships that are required as part of the process for earning a college degree may be funded, as recommended by the Higher Education Representative. Examples include: Teaching certification or clerkships in law, medicine, and social work.

- Timeframe Allowance for College: Full time students will be allowed to apply for a maximum of (12) quarters or (8) semesters of tribal education funding in order to achieve (1) AAS, ATS, AGS, or AA degree Associates Degree. Full time students will be allowed to apply for a maximum of (24) quarters or (18) semesters of tribal education funding in order to earn a BA or BS degree. Part time students will be allowed longer, as determined by Education Representative.
- First Time Status – Full time students: A first time student receiving education funding will receive their stipend in (3) installments for the 1st quarter or semester they are attending. 1st partial at registration (no earlier than 2 weeks prior to first day of school), 2nd partial at midterms after providing passing grades and/or attendance, final partial upon completion of requirements according to the Higher Education Policy
- Part-Time Status – One (1) to Eleven (11) credits
- Full-Time Status – Twelve (12) credits or more (unless otherwise noted by college/university)
- Out of Area Students – Students that move from their main place of residence (example: student who moves 30 miles or more) from parents, grandparents, family members or where they have called home for at least 5 years to attend college/university. The student must provide documentation of monthly expenses, which will include a notarized statement from their landlord and a copy of a utilities or phone bill in their name.
- When books and tuition exceed the allotted amount a written request must be submitted to Education Representative with justification of needs

8. b. Funding Amounts

- Tulalip Tribes Higher Education monies will fund all students' tuition, fees and books. Any other monies will be distributed to students as a stipend. Stipend amounts may vary depending on the number of students applying for funding
- If books / supplies exceed normally funded amount, additional funds may be available if student provides appropriate receipts.